

**FISCAL YEAR 2011
VICTIMS OF CRIME ACT (VOCA)
VICTIM ASSISTANCE GRANT**

APPLICATION INFORMATION

I. GRANT APPLICATION INFORMATION

This application kit contains the necessary forms and detailed information required to make an application for a Fiscal Year 2011 Victims of Crime Act (VOCA) Victim Assistance Grant. Please review the following instructions prior to completing the application. The applicant should contact Christine Watters, Victim Assistant Coordinator, OCVR, (801) 238-2369 for clarification of any programmatic and current eligibility requirements for this grant program or Jennifer Mentee, Grant Specialist, (801) 238-2374 for any financial requirements or computer program issues.

II. GENERAL INFORMATION

A. AUTHORITY

The "Victims of Crime Act of 1984" (P.L. 98473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.)

B. STATEMENT OF PURPOSE

The purpose of the program is to assist public and private non-profit agencies in providing services to victims of crime. FY2011/12 funds will be awarded on a competitive basis. Funds specifically set aside for Adult Sexual Assault will also be awarded.

The Utah Office of Crime Victim Reparations is the agency administering the grant program. The Utah Office for Victims of Crime is part of the Commission on Criminal and Juvenile Justice. The following general estimates will be used:

1. \$380,000 will be allocated to each of the following crime categories: sexual assault, child abuse (physical & sexual), and domestic abuse.
2. An additional \$380,000 will be allocated to fund "underserved victims of crime" such as homicide survivors, elder abuse, remote geographic areas of the state, and Adults Molested as Children (AMACs).
3. \$150,000 will be allocated to serve Adult Sexual Assault Victims Only.
4. The remaining \$2,130,000 will be used to support programs providing services to all crime categories, and to address the needs of communities in geographic areas of the state where services are especially limited and populations have increased.
5. VOCA Emergency Funds: Maximum of \$1,500 will be set aside per grant to assist victims with immediate needs such as shelter, transportation, food, etc. Any remaining funds must be de-obligated back to the Utah Office for Victims of Crime

VOCA victim assistance funding is utilized to develop new programs in underserved victim populations and geographic areas or to enhance successful programs. However, after a program has been funded for four years (a total of 48 months) the amount of the award may be reduced by 10 to 25 percent for each year funded past the four years. If the amount of Federal funding is significantly decreased, award amounts will decrease in ratio when necessary.

III. ELIGIBILITY REQUIREMENTS FOR SUBGRANTEES

State and local governments, private non-profit organizations and Native American Tribes are eligible applicants. An eligible crime victim assistance program must comply with the following requirements:

1. An applicant agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims.
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources.
3. Meet program match requirements. Match requirements are a minimum of 20 %, cash or in-kind, of the total VOCA project (VOCA grant plus match). The match for a Native American tribe/organization, located on a reservation, is 5%, cash or in-kind, of the total VOCA project (VOCA grant plus match).
4. Demonstrate that 25-50 percent of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing victim services.
5. Utilize volunteers unless CVR determines compelling reasons exist to waive this requirement.
6. Promote within the community served, coordinated public and private efforts to aid crime victims.
7. Assist victims in seeking available crime victim compensation benefits.
8. Provide services to victims of Federal crimes on the same basis as State crime victims.
9. Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by the state grantee.
10. Maintain confidentiality of client-counselor information, as required by state and federal law.
11. Comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the M7100.1D which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.
12. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
13. Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604.
14. Submit statistical and programmatic information on the use and impact of VOCA funds as requested by CVR.

IV. ALLOWABLE SERVICES, ACTIVITIES, AND COSTS

VOCA victim assistance funds are restricted for those direct services which respond to the immediate needs of crime victims, so that the severity of the psychological trauma is reduced; assist the victim in participating in the criminal justice process; and help restore the victim's sense of dignity, self-esteem, and coping mechanisms. Those costs that are necessary and essential to providing these direct services may be supported with VOCA victim assistance grant funds. The following, although not exhaustive, is a listing of services, activities and costs that are considered to be eligible for support with VOCA victim assistance grant funds:

- A. **IMMEDIATE HEALTH AND SAFETY:** Those services which immediately respond to the urgent emotional and/or physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim; and, other emergency services that are intended to restore the victim's sense of dignity, self-esteem, and coping mechanisms. Services which offer an immediate measure of safety to crime victims include boarding up windows; replacement or repair of security locks; etc.
- B. **MENTAL HEALTH ASSISTANCE:** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and stabilizing their lives after victimization such as counseling, group treatment, and therapy.
- C. **ASSISTANCE WITH PARTICIPATION IN CRIMINAL JUSTICE PROCEEDINGS:** In addition to the cost of emergency legal services noted above (in Number 1. "Immediate Health and Safety"), these services may include advocacy on behalf of crime victims, accompaniment to criminal justice offices and court, transportation to court, child care to enable victims to attend court, notification of victims regarding trial dates, case disposition information, parole consideration procedures, restitution advocacy, and assistance with victim impact statements. VOCA funds cannot be used to pay for nonemergency legal representation such as for divorces.
- D. **FORENSIC EXAMINATIONS:** For sexual assault victims, forensic exams are allowable costs only when no other funding sources are available such as state compensation or private insurance or public benefits. Organizations receiving VOCA victim assistance grant funds for medical/forensic exams must provide other services such as counseling, support, and other assistance in addition to paying for the examination. Note: Funds may only be used to pay for those forensic medical examinations that conform to standards adopted by the State or meet the evidentiary requirements of the local prosecutor.
- E. **COSTS NECESSARY AND ESSENTIAL TO PROVIDING DIRECT SERVICES:** This includes pro-rated rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- F. **SPECIAL SERVICES:** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers, assisting the victim to recover property that is retained as evidence, assisting in the filing of compensation benefits, and helping to apply for public assistance.
- G. **PERSONNEL COSTS:** Costs that are directly related to providing direct services such as staff salaries and fringe benefits, malpractice insurance for professional direct service providers who are performing services which are subject to civil actions, advertising costs associated with hiring VOCA funded personnel, and the cost of training both paid and volunteer staff.
- H. **RESTORATIVE JUSTICE:** Opportunities where crime victims have the option to meet with perpetrators, if such meetings are requested by the victim and if they offer therapeutic value to crime victims.

V. **OTHER RELATED SERVICES AND COSTS:**

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the Utah Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Subgrantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items.

- A. SKILLS TRAINING FOR STAFF:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
- B. TRAINING MATERIALS:** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organizations, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subgrantee's staff.
- C. TRAINING RELATED TRAVEL:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages subgrantees to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, subgrantees may obtain authorization to use VOCA funds to support training outside of the geographical area. For example, VOCA subgrantees may benefit by attending national conferences that offer skill building training workshops for victim assistance providers.
- D. EQUIPMENT AND FURNITURE:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subgrantee. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, subgrantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include pagers and word processors, video-tape cameras and players for interviewing children, two-way mirrors, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. The costs of furniture or equipment that make victims services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable.
- E. ADVANCED TECHNOLOGIES:** At times, computers may increase a subgrantee's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security. In making such expenditures, VOCA sub-grantees must describe to the State how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the subgrantee's current system, the cost of installation, the cost of training staff to use the computer equipment, the ongoing operational costs such as maintenance agreements and supplies, and how these additional costs will be supported.
- F. CONTRACTS FOR PROFESSIONAL SERVICES:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subgrantees to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights, forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient, emergency psychological or psychiatric services, or sign interpretation for hearing impaired. Subgrantees are prohibited from using a majority of VOCA funds for contracted services.
- G. OPERATING COSTS:** Examples of allowable operating costs include supplies; equipment use fees (when supported by usage logs), printing, photocopying, postage, brochures which describe available services, books, and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics, administrative time to maintain crime victims' records, and the pro-rated share of audit costs.
- H. SUPERVISION OF DIRECT SERVICE PROVIDERS:** Supervision of direct service providers only to the extent that such supervision is necessary and essential to providing direct services to crime victims. For example, VOCA funds may be used to support a coordinator of volunteers for a cost effective way of serving more crime victims.

- I. REPAIR AND/OR REPLACEMENT OF ESSENTIAL ITEMS:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims such as a furnace in a shelter. The State will scrutinize each request for expanding VOCA funds for such purposes to ensure the following: (a) that the building is owned by the subgrantee organization and not rented or leased, (b) all other sources of funding have been exhausted, (c) there is no available option for providing the service in another location, (d) that the cost of the repair or replacement is reasonable considering the value of the building, and (e) the cost of the repair or replacement is pro-rated among all sources of income.
- J. PUBLIC PRESENTATIONS:** Presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.
- K. VOCA EMERGENCY FUNDS:** Funds set aside to assist victims with immediate needs such as shelter, transportation, food, birth certificates, acquiring SS numbers, etc., and when there are no other available resources to assist victims with these immediate needs. The maximum amount that may be requested by any agency is \$1,500.00 and the final award amount will be determined by the Screening & Allocation Committees based on number of clients served, and need demonstrated within the body of the grant application. Documentation and receipts (where applicable) of all expenditures from this emergency fund must be kept in grant files and any emergency funds not used by the end of the grant period must be de-obligated back to the Utah Office for Victims of Crime.

VI. NON-ALLOWABLE COSTS AND ACTIVITIES

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds:

- A. LOBBYING AND ADMINISTRATIVE ADVOCACY:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- B. PERPETRATOR REHABILITATION AND COUNSELING:** Subgrantees cannot knowingly use VOCA victim assistance funds to offer rehabilitative services to offenders. Likewise, VOCA victim assistance funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- C. NEEDS ASSESSMENTS, SURVEYS, EVALUATIONS & STUDIES:** VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, and/or special commissions to study and/or to research a particular crime victim issue.
- D. FUND RAISING ACTIVITIES.**
- E. PROSECUTION ACTIVITIES:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and expert testimony at a trial. In addition, victim protection costs and victim/witness expenses such as traveling to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- F. INDIRECT ORGANIZATIONAL COSTS:** For example, the costs of liability insurance on buildings and vehicles, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction may not be supported with VOCA funds.
- G. PROPERTY LOSS:** Reimbursing crime victims for expenses incurred as a result of a crime such as

insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.

- H. MOST MEDICAL AND MENTAL HEALTH COSTS:** VOCA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- I. RELOCATION EXPENSES:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- J. ADMINISTRATIVE STAFF EXPENSES:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- K. DEVELOPMENT OF PROTOCOLS, INTERAGENCY AGREEMENTS, AND OTHER WORKING AGREEMENTS:** These activities benefit crime victims, but they are considered examples of the types of activities that subgrantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subgrantee.
- L. THE COSTS OF SENDING INDIVIDUAL CRIME VICTIMS TO CONFERENCES.**
- M. ACTIVITIES EXCLUSIVELY RELATED TO CRIME PREVENTION.**

VII. DEFINITION OF VICTIMS

- A.** A victim is any person subjected to a chargeable crime. VOCA victim assistance provisions do not mandate that crime victims report crime to law enforcement as a condition of receiving VOCA-supported assistance and services. A child is a person under 18. A spouse is a cohabitant as defined in UCA 78B-7102.
- B.** Victim may also include:
 - In cases of sexual assault, the victim's spouse or the victim's parents if the victim is under 18;
 - In cases of child abuse, the victim's parents and siblings;
 - In cases of spouse abuse, the victim's children;
 - In cases of homicide, the victim's spouse, and children still living with the victim, or the victim's parents and siblings.
- C.** "Sexual assault," "child abuse," and "spouse abuse" as used in number two above are not limited to the crimes with those statutory names but rather are used in a descriptive sense of any type of similar crime.
- D.** "Victim" does not include the perpetrator or any accomplices, residents of halfway houses, or other correctional facilities which provide for the maintenance of convicted persons. In addition persons on probation or parole are not considered "victims" if the circumstances surrounding crimes of which they are victims constitutes a violation of their parole or probation.

VIII. FINANCIAL REQUIREMENTS

A program that has a record of providing effective services is required to provide 20 percent of the total program costs with non-federal funds. This match may include in-kind contributions. The 20 percent match requirement for existing programs may be computed by multiplying the amount of the federal award by .25. For example, a local existing victim assistance program receiving a VOCA award in the amount of \$30,000 would be required to provide in-kind match in the amount equal to \$7,500 ($\$30,000 \times .25 = \$7,500$). The match for Native American

Indian Tribes is 5 percent. To calculate this match, multiply the amount of federal funds requested by .0526.

IX. ASSURANCES

Prior to entering into a grant agreement, each applicant agency must agree to the Certified Assurances and Grant Conditions specified in the application.

X. PROGRAM ADMINISTRATION/PERFORMANCE REPORTS

After a successful applicant agency has been awarded a grant and has entered into a contract with the Utah Office for Victims of Crime, funds will be disbursed on a cost for service reimbursement basis. Contracts will be monitored through quarterly financial and progress reports to be due **no later than 30 days after the end of each quarter. An annual performance report will be due by September 30, 2012.**

APPLICATION INSTRUCTIONS

This grant application packet contains the necessary forms and detailed information required to make application for FY 2011 VOCA funding.

1. For the competitive process (which includes the Adult Sexual Assault Set Aside Fund), **an original application and seven copies** must be submitted (or postmarked) by 5:00 p.m., **April 25, 2010**, to the Utah Office for Victims of Crime, 350 East 500 South, Suite 200, Salt Lake City, UT 84111. **DO NOT STAPLE THE ORIGINAL OR COPIES. ALSO NO DOUBLE-SIDED COPIES.**
2. The original application and copies must include the following completed forms:

APPLICATION

Cover Sheet - Page 1
Required VOCA Information - Page 2

BUDGET SECTION

Budget Detail Worksheet – Page 3
Match Worksheet – Page 7
Program Expenditure Comparison Summary – Page 11
VOCA Funded Equipment Summary – Pages 13/14

NARRATIVE SECTION

Part A: Statement of Problem, Need and Target Population – N Page 1
Part B: Program Plan and Evaluation – N Page 3
Part C: Statistic Reporting – N Page 7
Part D: Comprehensive Crime Victim Services – N Page 8
a. **Minimum of 3 current letters of support**

Part E: Record of Providing Effective Services – N Page 9
Part F: S.T.O.P. Violence Against Women Subgrantee – N Page 12
Part G: Project Administration – N Page 13
a. Organizational Chart
b. Membership Roster of Governing Board
c. Job Descriptions

Part H: Additional Resources – N Page 15
Part I: Agency Current Fiscal Year Operating Budget – N Page 16

FORMS: In addition, each copy submitted must contain the following attachments:

Form 1: VOCA Victim Assistance Certified Assurances
Form 2: Certified Assurances
Form 3: Grant Conditions
Form 4: Civil Rights Requirements
Form 5: Audit Requirements
Form 6: Certification Regarding Lobbying; Debarment...and Drug-Free Workplace...
Form 7: Certification Regarding Compliance with Victims' Rights
Form 8: Certification Regarding Compliance with Rape Crisis Training Mandate
Form 9: Certification Regarding Debarment, Suspension, Ineligibility, etc...
Form 10: VOCA Application Checklist

3. Grant applications will be reviewed by committees with representatives from State agencies, Utah

GENERAL INSTRUCTIONS FOR APPLICATION

COVER SHEET

1. The amount of VOCA grant funds being requested. *(This section will automatically calculate following completion of the Budget Detail Worksheet).*
 - a. Agency's name, mailing address (including 9 digit zip code), phone number, fax number, and email
2. Name, title, telephone number, and email of person to be contacted regarding this application.
 - a. Name, phone number and email of person to be contacted in regards to reporting information if different than number 3.
3. Select whether funds will be used to expand services into a new geographic area, offer new types of services, serve additional victim populations, continue existing services to crime victims, or any other service.
4. Select whether your agency is applying for Competitive or Competitive Sexual Assault Set Aside funding
5. List all U.S. Congressional Districts and counties that are part of the project's primary service area.
6. List your agency's federal tax identification number.
7. Check whether the grant will initiate new services (*Check initiate if your agency does not have a VOCA grant*), enhance or expand existing services not funded by VOCA in the previous year, or a continuation of a previous grant. If this is a request for a continuation of a VOCA grant, provide the number of your previous year's VOCA victim assistance contract.
8. The dates the project will begin and end
9. For this victim services program indicate: (a.) the number of paid staff in Full-Time Equivalents (FTE) and, (b.) the number of volunteer staff in (FTE). *(This section will automatically calculate following completion of the VOCA Required Information and Budget Detail Worksheet).*
10. Applicant is (select one):
 - a. Criminal justice governmental (law enforcement, prosecutor-based, etc.)
 - b. A non-criminal justice government agency (social services, hospital, etc.)
 - c. A private non-profit agency
 - d. Administered by an Indian tribe or tribal organization
11. If the implementing agency is a criminal justice, check which type: law enforcement, prosecution, probation, corrections, courts, or other.
12. If the implementing agency is a non-criminal justice/governmental, select which type: social services, mental health, public housing, hospital, or other.
13. If the implementing agency is a private non-profit, check which type: hospital, rape crisis, religious organization, shelter, mental health, or other.

14. Subgrant match (financial support from other non-federal sources)
Please ensure that you have at least the required match (20% for existing and new programs and 5% for Native American tribes and Organizations). *This section will automatically calculate and sum following completion of the Match Worksheet. Subgrantees who have received funds for four (4) or more years must provide one-fourth (25%) cash match within the 20% program match budget.*
- Provide the source(s) of cash match for the victim assistance project.
 - Provide the source(s) of in-kind match for the victim assistance project.
15. List the projected amounts of expenditures in each budget category. Amounts must relate to the budget narrative. Total both horizontally and vertically. *This section will automatically sum and calculate following completion of the Budget Detail and Match Worksheets.*
16. Type the full name and position of official authorized to approve contracts and grants for the local or state government (*must be either mayor or county commissioner*), or private non-profit organization (*must be board chair*), then sign and date.
17. Type the full name and position of the program director authorized to approve contracts and grants for the local or state government, or private non-profit organization, then sign and date.

REQUIRED VOCA INFORMATION

18. Indicate the anticipated number of victims that will be served by type of victimization (number of victims served by VOCA-funded projects during the proposed grant period. Include VOCA grant funds plus match.). Each victim should be counted only once (i.e. a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes). **NOTE: EACH AGENCY WILL BE REQUIRED TO MAINTAIN THE NUMBER OF VICTIMS SERVED THROUGHOUT THE CONTRACT YEAR.** After entering the anticipated Number of Victims Served per each category, the Percent of Services and VOCA funds per Type of Victimization will automatically calculate and sum.
- Child Physical Abuse:** Non-accidental injury to a child by a parent or other adult, with the exception of child sexual abuse (see below), that may include severe beatings, burns, strangulation, or human bites.
 - Child Sexual Abuse:** Forcible rape, attempted rape, statutory rape, sexual harassment, prostitution, or other unlawful sexual contact and other unlawful behavior against a child by a parent or other adult, intended to result in sexual gratification or profit from sexual activity. Services may be available to all non-adult victims of sexual abuse or program eligibility may be defined according to the victim's relationship to the offender(s). Services may also be provided to family members.
 - Domestic Violence:** Violent acts involving a current or former spouse or domestic partner.
 - Adult Sexual Assault:** Sexual offense—including rape, incest, fondling, exhibitionism, or pornography—of an adult age 18 or older or emancipated minor.
 - DUI/DWI Crash:** Accident involving one or more motor vehicles in which at least one driver was under the influence of alcohol and/or drugs (DUI) or was legally intoxicated (DWI) at the time of the crash.
 - Homicide Survivors:** Family member or loved one of a murder victim.
 - Assault:** Unlawful, intentional causing of serious bodily injury with or without a deadly weapon, or unlawful, intentional attempting or threatening of serious bodily injury or death with a deadly or dangerous weapon.
 - AMACs:** Adult age 18 or older who was sexually abused as a child (see definition of Child Sexual Abuse above).

- 9. Elder Abuse:** Abuse perpetrated by a caretaker on an elderly individual who depends on others for support and assistance.
- 10. Robbery:** Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence.
- 11. Victims of Other Violent Crimes:** Services provided to victims of human trafficking, gang violence, stalking, lewdness, violations of protective order, etc. (Does not include homicide survivors).
- 12. Other:** Any other crime not falling within the above categories. Identify the special victim population to be served by this program, i.e., human trafficking, financial exploitation, identity theft, etc.
- 19.** Indicate the anticipated number of victims who will receive the following services (VOCA grant plus Match).
The percent of services will automatically calculate and sum following completion of the No. of Services Provided column.
- 1. Crisis Counseling:** In person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime or immediately after a crime or be provided on an ongoing basis.
- 2. Follow-up Contact:** In-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
- 3. Therapy:** Intensive professional, psychological, psychiatric, or other counseling-related treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime. Includes the evaluation of mental health needs and the delivery of psychotherapy.
- 4. Group Treatment/Support:** Coordination and provision of supportive group activities, which include self-help, peer, and social support.
- 5. Crisis Hotline Counseling:** Operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support, and information and referral.
- 6. Shelter/Safe House:** Short- and long-term housing and related support services for victims and families following a victimization.
- 7. Information and Referral (in-person):** In-person contact with crime victim to identify available services and support.
- 8. Criminal Justice Support/Advocacy:** Support, assistance, and advocacy provided to victims at any stage of the criminal justice process, including post sentencing services and support.
- 9. Emergency Financial Assistance:** Cash outlays for such needs as transportation, food, clothing, and emergency housing, etc. Medical costs such as prescriptions, medical/dental co-pays, eye glasses, etc. are not allowable emergency expenses under VOCA guidelines.
- 10. Emergency Legal Advocacy:** Filing of temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc.
- 11. Assistance in Filing Compensation Claims:** Making victims aware of the availability of crime victim compensation, helping victims complete required forms, and gathering needed documentation. May also include follow-up contact with the victim compensation agency on behalf of the victim. *(This service is*

required in order to be eligible to receive VOCA funds.)

12. Personal Advocacy: Assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance and intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurer programs, including workers' compensation, unemployment benefits, and public assistance; and accompanying the victim to the hospital.

13. Telephone Contact Information/Referral: Telephone contact with crime victim to identify available services and support.

14. Other: Other services and activities allowed under the 1984 Victims of Crime Act (VOCA).

PROGRAM BUDGET

See instructions provided on the original Budget Detail Worksheet, Match Worksheet, **Explanation of Prorated Expenditures**, Program Expenditure Comparison Summary, and VOCA Funded Equipment Summary sections of the grant application form. NOTE: These instructions are permanent. **EACH AGENCY WILL BE REQUIRED TO MAINTAIN ACCURATE DOCUMENTATION OF ALL (VOCA and MATCH) PROGRAM EXPENDITURES RELATED TO THE CONTRACT.**

NARRATIVE SECTION

Section A: STATEMENT OF PROBLEM, NEED AND TARGET POPULATION

The intended result of this section is to provide the VOCA Screening and Allocation Committee with a comprehensive understanding of the problem and subsequent need being addressed in the grant application. This section also includes a description of the group of individuals being victimized who will be provided services if the applicant agency receives a VOCA grant.

In Part 1: Describe the geographic area in which the services are being provided. A description could include answers to the following questions: How many square miles are in the service area (size of cities and county)? What is the population and density? What are the major industries (coal mining, agriculture, tourism, national parks)? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns (high number of children, significant senior citizen population, etc.)? Are there universities located within the area?

In Part 2: Explain and document the nature and extent of the problems that create a need for the proposed program. Convincing reasons should be given, using logical argument and documented evidence to establish the need. For example, the grant proposal may focus on the development of a new advocacy program in a rural law enforcement agency. The explanation of the problem might describe the general nature and growing extent of crime in the country, State of Utah, and in the local county and city. Use of statistics is important. For example, the crime rate in X County is .98 per 1000 residents which is 50% higher than the average crime rate for communities throughout the State of Utah or the number of child sexual abuse cases reported to law enforcement in X county has doubled in the last five years. Lack of services and limitations of existing programs should be included.

In Part 3: Include a description of the need for service. As a result of the high incidence of domestic violence in X community, comprehensive services for that population are a necessity. State the need in a general way and then go on to discuss each specific aspect of the need.

In Part 4: Describe who your program would serve - victims of workplace violence, specific crime categories, populations such as elderly, children, minorities, etc. For example, a law enforcement advocacy program may serve only victims of domestic violence (adults and their minor children) who have reported their crime

to a specific law enforcement agency. A non-profit agency may serve non-reporting and reporting victims of rape and sexual assault in a specific county.

Section B: PROGRAM PLAN EVALUATION

Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant application. The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the VOCA funded position(s) related to this goal. For example, if your goal is to reduce trauma experienced by domestic violence victims as they participate in the criminal justice system, the domestic violence advocate should be included in the box beneath that goal. The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable result such as reduce, increase, and decrease, make more accessible and improve. Include the number of victims to be served in the small box identified as A. Indicate the quantitative amount this Objective will serve. For example, if an advocate program is providing services to 250 sexual assault victims, the number 250 should be entered into the box. If a program is training 25 volunteers, enter 25 in the quantitative box and when writing the objective, explain what the quantitative box refers to (i.e. number of victims served, number of training sessions, and number of volunteers). In the section labeled, ACTIVITIES/METHODS, describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented. In the section labeled as MONITOR/EVALUATE the OBJECTIVE; indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of program will be assessed. The use of both qualitative and quantitative measures is important. In the section labeled TIME-LINE, enter the date or quarter that the activities/methods will be achieved. For example, if the program is conducting quarterly forty hour volunteer training workshops during the program year, enter Sept/ 2011, Dec/ 2011, Mar/2012, June/2012. At the end of each Goal, discuss the implementing strategy for the Goal in the space provided.

Section C: STATISTIC REPORTING

Required statistics include: type of crime the project serves, services provided, statistics to answer questions listed on the required VOCA information (Page 2 of the Contract Cover Sheet) such as race, sex, age, etc. This section should describe what will be measured and the types of data that will be collected. If statistics are not currently collected, indicate how your agency plans on collecting required statistics. EACH AGENCY WILL BE REQUIRED TO MAINTAIN PROJECT STATISTICS THROUGHOUT THE CONTRACT YEAR. For detailed instructions, see Section C of the Narrative form.

Section D: COORDINATION WITH EXISTING PROGRAMS

Within the county or the grant service area, does the program duplicate other VOCA-funded services? Answer yes or no. If the answer to the question is yes, please use the available space provided to explain why the applying program duplicates services. Describe in the COMPLEMENT space provided how the program refers crime victims to other necessary services and to which services they would most likely be referred. In many Utah communities, several valuable services exist to assist crime victims. Describe how you use and refer crime victims to those services. For example, if the program is a law enforcement advocacy program, explain the process of referral to the county prosecutor's advocate staff. If the program is a non-profit rape recovery program, provide the programs protocol for referring rape victims to law enforcement. In the COORDINATION information space, describe how the program works with other allied programs harmoniously to aid crime victims. **Attach a minimum of three current letters of support from allied agencies.** Check the box provided indicating that you have done so. If you are a previously funded VOCA victim assistance program, include support letters from newly identified referral sources.

Section E: RECORD OF PROVIDING EFFECTIVE SERVICES

If the program received funding from a previous VOCA grant cycle, provide information on the goals and objectives accomplished during the prior contract year. If your program is new, check the new program box. In the space provided discuss how long your program has been in existence, how it has expanded, and the types of victim services offered. In the space provided indicate your agency's significant accomplishments. If your program is new, please include information on the length of the agency's existence, type of victim services offered, significant victim services accomplishments, and other agency accomplishments.

Section F: S.T.O.P. VIOLENCE AGAINST WOMEN

If the program is receiving VAWA funding during the 2011 calendar year, provide information covering the amount of funding received, staff funded, VAWA program goals and objectives, and how the VOCA and VAWA programs are expected to complement each other. Check the box if your program does not receive VAWA funding. See Section F of the Narrative form for detailed instructions.

Section G: PROJECT ADMINISTRATION

This section should provide a detailed description of how the program and employees are systematically structured to direct the program goals and use of funds. Attach an **organizational chart** with names and titles outlining staff, advisory, and decision-making bodies and check the appropriate box. **The organizational chart should include positions for which funding is being requested.** In the space provided include **position titles** and **job descriptions** for each VOCA-funded staff position. Describe the programmatic and fiscal capabilities of the project director and staff including information covering their ability to accomplish the proposed program goals, objectives, etc. In the space provided, specify the staff person(s) that are assigned to provide the fiscal controls and explain how your agency will keep an accounting of funds. If the agency is a non-profit, please include a **roster of the governing board**.

Section H: ADDITIONAL RESOURCES

This section of the application should describe the sources and amounts of non-VOCA funding or resources that will be available from other non-Federal sources. Applicants are encouraged to leverage other resources- Federal, State, Local, or Private- in support of this project.

Section I: AGENCY BUDGET

Agencies interested in receiving VOCA funds are required to submit a **current budget**. The applying agency may choose to include the agency's budget in the space provided below or attach a copy of the budget.

FORMS

1. Read and Sign ALL required forms.
2. **ONLY AN AUTHORIZED OFFICIAL** (which should be the same person who signed on Coversheet #16) **IS ALLOWED TO SIGN THE FORMS**.
3. Please fill in any and all required information, sign and date on pages: #1 (Cover Sheet), #14 (Equipment Summary) , #2 (Form 2), #6 (Form 3), #7 (Form 4), #8 (Form 5), #10 (Form 6), #11 (Form 7), #12 Form 8, and #13 (Form 9)).